

TOWN OF NEWINGTON  
REQUEST FOR PROPOSALS

SYNTHETIC TURF FIELD PROFESSIONAL SERVICES

The Town of Newington is requesting proposals from experienced engineering/landscape architectural firms for professional services related to the conversion of the current midget football field at the Clem Lemire Recreation Complex in Newington to a synthetic surface, multi-purpose athletic field. All proposals must be submitted in accordance with Town specifications, which are available in the Town Manager's Office, 131 Cedar Street, Newington, CT 06111. Proposals will be received until 12:00 noon on June 25, 2009. The Town reserves the right to reject any or all proposals. Affirmative Action/Equal Employment Opportunity. Women and minorities are encouraged to submit proposals.

John Salomone  
Town Manager

RFP No. 10, 2007-08

## TOWN OF NEWINGTON

### REQUEST FOR PROPOSALS

#### SYNTHETIC TURF FIELD PROFESSIONAL SERVICES

##### I. GENERAL INFORMATION

- A. The Town of Newington is requesting proposals from experienced landscape architectural/engineering firms for professional services related to the conversion of the current midget football field at the Clem Lemire Recreation Complex in Newington to a synthetic surface, multi-purpose athletic field. The Clem Lemire Recreation Complex is located on New Britain Avenue in Newington. The Town has received a Department of Environmental Protection open space grant in the amount of \$500,000 for this project. It is anticipated that additional funds will be needed to supplement this grant in order to complete the project. A professional is being retained by the Town to perform a conceptual design with various options (types of synthetic surfaces, lighting, fencing, drainage, bleachers, parking, site work, and any other amenities needed) and to present the anticipated costs. The Town, at its sole option, may choose to continue to use the firm or firms selected through this Request for Proposals for any remaining phases (further schematic design, final design, bid administration, and construction administration) of this project. Professional services for the conceptual design phase shall be required as described in the scope of services below.
- B. The synthetic turf field conversion project conceptual design phase will be carried out by the selected respondent under the overall direction of the Superintendent of Parks and Recreation and a sub-committee of the Board of Parks and Recreation. Once the level of funding that is expected to be required in order to complete construction has been determined a project building committee is expected to be appointed by the Town Council.
- C. The firm selected will be expected to assist the Town by providing continuous technical assistance. At a minimum, respondents should have designed and implemented similar artificial surface projects for at least three other communities in Connecticut. Respondents should be able to provide references upon request and be able to provide the Town with a certificate of insurance showing coverage as specified below under General Provisions.
- D. Plans and specifications shall be written to meet all Federal, State of Connecticut, Metropolitan District Commission and Town of Newington requirements.

- E. The person who will be the supervisor/job captain/project engineer should be clearly identified and his/her qualifications should also be included in the proposal. The firm selected will present periodic briefings on the progress of the project to the Superintendent of Parks and Recreation and the subcommittee at such times as the Town shall determine necessary.
- F. The field to be converted has been used almost exclusively for midget football. It is to be converted to a synthetic surface to accommodate football, soccer, lacrosse, and field hockey.
- G. The electrical transformer located at the site provides power to light the two baseball diamonds furthest from Willard Avenue. A separate transformer will be required to light the field to be converted. If requested by the subcommittee, this transformer should be sufficiently sized and located to also light the remaining field areas that are currently without lights, in a future project.

## II. PROPOSAL

### A. Format and Contents

- 1. All responses to this Request for Proposals shall adhere to the requirements set forth herein. Proposal structure shall be as stated in this RFP. The Town of Newington is exempt from payment of excise, transportation and sales taxes imposed by the State and Federal governments. All lump sum cost estimates contained in the proposal will be considered as "not to exceed" figures by the Town.
- 2. In order to provide the requested service to the Town, the respondent must be able to demonstrate it has the expertise, flexibility, and personnel available to successfully complete the project.
- 3. The proposal shall contain a detailed listing of the qualified individuals who will be assigned to this project. The listing shall also reflect the method of internal management of the project necessary to insure efficient, cost effective use of staff. Resumes of all individuals to be associated with this project shall be provided. Resumes shall include similar experience and responsibility for that activity to be performed under this project.
- 4. The proposal shall demonstrate the ability of the firm to rapidly respond to the needs of the Town. If the proposal contains a joint-venture approach, overall responsibility must be clearly identified, as well as a detailed plan of delineation of work assignments. The Town will only contract with one principal firm. Should the personnel of any firm not possess the requisite skills, the respondent may subcontract for the skills needed. The proposal shall indicate this intention and include the background on any such subcontractor. The Town reserves the right of approval of all subcontractors.

5. The proposal format should contain a letter of transmittal, an executive summary and the experience of the firm. This third section (experience of the firm) should address the firm's skills and experience in municipal projects and other experiences previously mentioned in this document, as well as a description of work currently under contract with the firm.
6. The next section of the proposal should relate to the project management. It should list the personnel that will be in charge of this project, what their specific role will be, provide their resumes and a summary of similar experiences as it relates to that individual's assignment on this project. A description of how the respondent will deal each element of the work described in this RFP and the firm's ability to meet time schedules should also be included.
7. A description of how the project will be scheduled should appear next, with the time required for each item on the schedule identified. This section should include a timeline for completion of each stage/step of the process and an indication of the delivery dates for each deliverable. The Town will ultimately determine the actual timing and sequence of events resulting from this Request for Proposals. Assumptions with respect to the support that will be expected from the Town of Newington shall be clearly identified.
8. The final section shall pertain to costs. Each respondent shall identify a lump sum cost they intend to charge the Town. This section shall also contain the firm's anticipated payment schedule. All charges for overhead, insurance, travel, telephone calls, postage, shipping, photocopies, printing, reproductions and any other miscellaneous expenses shall be included in the fee presented and shall not be billed as reimbursable expenses. The respondent shall state any assumptions made in developing their costs. Hourly rates for work requested by the Town that is outside the scope of services described in this Request for Proposals shall be provided. Any such additional work shall only be performed after written authorization has been provided by the Town.
9. The proposal must be signed by an authorized official. The respondent's proposal shall identify the individual(s) having authority to negotiate and contractually bind the respondent. It shall also name the person to be contacted both during the period of evaluation of proposals and for prompt contract administration upon award of the contract. This information shall include name, title, address, and fax and telephone numbers.

### III. SCOPE OF SERVICES

#### A. CONCEPTUAL DESIGN

1. Gather all pertinent information relative to the above project with the intent of developing a clear understanding of the needs. Additional information will be gathered from interviews with the Superintendent of Parks and Recreation, Parks

and Grounds Division personnel, any other pertinent Town departments, and the Board of Parks and Recreation subcommittee, as well as from a detailed walk through and thorough review of the entire area where cemetery expansion is needed, plus the adjacent grounds and roadway area.

2. Subsequent to the information gathering, the successful firm will develop and present alternative program scenarios to satisfy the needs identified. These program scenarios will include scope identification, cost estimates, schedule information, simple plans, and back up information as needed. Conceptual plans and construction cost estimates will then be presented to the subcommittee and revised as requested. This presentation will be made at a minimum to the subcommittee, and potentially, to the Town Council.
3. The successful firm will be fully responsible to present only items that properly adhere to all code and environmental regulations and requirements applicable to the project, including life/safety codes, the Americans with Disability Act, etc.
4. In addition to the various other options requested by the Superintendent of Parks and Recreation and the subcommittee with respect to drainage, bleachers, lighting, parking, fencing, site work, and any other amenities needed, the selected respondent shall provide information and costs on at least three types or brands of artificial surfaces, along with an analysis of each and a recommendation as to which would best meet the needs of the Town and why. It will not be acceptable for the Town to only receive information on or consider one type or brand of artificial surface.
5. Costs shall include the anticipated payment of prevailing wages.
6. All work products, including the final (with all requested revisions) written document and cost estimates shall be provided to the Town within sixty (60) calendar days after the date on the purchase order issued by the Town at the time of the notice of award.

#### IV. SELECTION PROCESS

- A. All firms wishing to be considered for this appointment shall submit five (5) concisely worded replies based on the format and requirements set forth in this request for proposals to the Town Manager's Office, 131 Cedar Street, Newington, CT 06111, before 12:00 noon, on June 25, 2009. All submittals shall be clearly labeled "RFP No. 10, 2008-09, Synthetic Turf Field Professional Services".
- B. A preliminary screening will be performed and a short list will be developed of firms to be interviewed. The Town may also request a second interview. The Town Manager's Office will set up all appointments for interviews.

- C. Each respondent shall be prepared to present, upon request by the Town, further evidence of experience, ability, service facilities, and/or financial standing. No other additions or changes to the original proposal will be allowed after submittal.

#### V. QUESTIONS

- A. No pre-proposal conference will be held. Questions about the athletic field and this project should be presented to Superintendent of Parks and Recreation Bruce Till at 860-666-8666. Questions regarding the selection process shall be addressed to Jeff Baron, Director of Administrative Services, 131 Cedar Street, Newington, CT 06111, telephone 860-665-8513. All questions shall be presented at least four business days prior to the response deadline to allow for the preparation and distribution of written addenda.
- B. The existing midget football field was built in the late 1980's on land obtained by the Town from the State of Connecticut following the abandonment of the Interstate 391 highway project. Drawings from the bid specifications for the field's construction are available for review (but not distribution) in the Parks and Recreation Office. These are not as-built drawings. A set of the bid drawings pertaining to this field will be presented to the selected respondent at the time of award. The Parks and Recreation Department Office is located in Room 122 of the Town Hall, 131 Cedar Street, Newington. Office hours are 8:30 am to 4:30 pm, Mondays through Fridays.

#### VI. OTHER

- A. Services to be provided under this RFP shall only be provided after written authorization is received from the Town. The Town of Newington reserves the right to utilize some, all, or none of the various services outlined herein.
- B. The Town reserves the right to reject any and all proposals when it deems such action is in the best interests of the Town and also to select a respondent that the Town determines best meets its needs. The Town further reserves the right to reject the proposal of any respondent who is in default of any prior contract for misrepresentation. The Town reserves the right to correct inaccurate awards resulting from its clerical errors. Proposals are subject to rejection in whole or in part if they limit or modify any of the terms, conditions and/or specifications of this Request for Proposals.
- C. All services performed as a result of this Request for Proposals shall be completed to the satisfaction of the Town Manager. The Town reserves the right to terminate any agreement within ten (10) calendar days written notice of failure by the respondent to provide service to the satisfaction of the Town Manager.
- D. All exceptions of the respondent to the terms and requirements of this Request for Proposal shall be made in writing and submitted in full with the proposal. For all

other terms and requirements, submission of a proposal constitutes acceptance by the respondent.

- E. The fee proposal will remain valid for a period of ninety (90) days after the closing date for submission of proposals and may be extended beyond that time by mutual agreement between the Town and the respondent.
- F. The Town of Newington is not liable for any cost incurred for any purpose prior to the execution of a signed contract or the issuance of a Town purchase order. Any oral agreement or arrangement made by any respondent with the Town or any employee shall be superceded by the written agreement. The Town reserves the right to amend, extend, curtail or otherwise change the terms of the resultant contract prior to execution, upon determination that such action will be to the advantage of the project effort. No cost chargeable to the proposed contract may be incurred before receipt of either a fully executed contract or a specific written authorization from the Town Manager.
- G. All proposals submitted in response to this Request for Proposals shall be the sole property of the Town of Newington and subject to Freedom of Information laws and the Connecticut General Statutes. No report or document produced in whole or in part in connection with this project, whether acceptable or unacceptable, shall be the subject of an application for copyright by, or on behalf of, the respondent. The Town may make use of such material, including any idea contained therein, for such purposes as it may deem appropriate. The right to publish and distribute any report or document produced, or any part thereof, shall accrue to the Town of Newington without recourse.
- H. Submission of a proposal constitutes admission on the part of the respondent that the proposal submitted is not made in connection with any competing individual or firm submitting a separate response, and is in all respects fair and without collusion or fraud. It further constitutes admittance that the respondent did not participate in the Request for Proposals development process and had no knowledge of the specific contents of the Request for Proposals prior to its issuance, and that no employee of the Town participated directly, or indirectly in the respondent's proposal preparation.
- I. All of the reports and documents prepared or assembled by the successful respondent in connection with this project shall be the property of the Town of Newington. The respondent shall not make them available to any individual or organization without the prior approval of the Town.
- J. The Contractor shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Newington.

K. The Contractor agrees to indemnify, defend and hold harmless the Town of Newington and its respective officers, employees, agents and/or servants against all demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Newington resulting from or arising out of:

1. Any breach by the Contractor of the terms of the specifications, or
2. Any injuries (including death) sustained by or alleged to have been sustained by the officers, employees, agents and/or servants of the town of Newington or the Contractor or subcontractors or material men, or
3. Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or
4. Any damage to property, real or personal, (including property of the Town of Newington or its respective officers, agents and servants)

caused in whole or in part by the acts or omissions of the Contractor any subcontractor or any material men or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Newington.

L. The contract that is produced as a result of this Request for Proposals may adhere to a professional association (such as the American Institute of Architects) contractual format, but that format will be modified to remove arbitration as a method for dispute resolution, and to conform to the other requirements of this Request for Proposals.

## VII. INSURANCE

A. The successful respondent shall furnish a certificate of insurance to the Town Manager for the following insurance coverage within ten (10) days from contract execution. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Town of Newington will receive thirty (30) days' notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

1. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations:

\$1,000,000 Each Occurrence  
\$1,000,000 Aggregate



Combined Single Limit for personal injury or property damage or both combined.

2. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles.

\$1,000,000 Each Accident

Combined Single Limit for bodily injury or property damage or both combined.

3. Workers Compensation Insurance in accordance with Connecticut State Statutes, minimum of \$100,000.

- B. The certificate of insurance shall contain the project title and name the Town of Newington as an additional insured for Commercial General Liability.